CARNELIAN WOODS
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Held electronically via Google Meet
on Thursday, January 9, 2025, at 4:00 p.m.

A. CALL TO ORDER

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 4:03pm.

ROLL CALL / QUORUM CHECK

BOARD MEMBERS:

Don Adams	President *(Chair)*	Perry Fox	Director (Absent)
Celia Barry	Vice-President	Dave Sullivan	Director (Absent)
George Shaw	Treasurer	Carlos Sanchez	Director
Larry Nowels	Secretary	Lindsey Pho	Director (Absent)

INVITEES PRESENT:

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services
Janessa Visnyei	Office Assistant, Alpenhof Management Services
Scott Hoffman	Facilities Manager

ADDITIONAL HOMEOWNERS PRESENT

B. OPEN FORUM

During open forum, each attendee may address the board for up to three (3) minutes. A director or manager may briefly respond to statements made or questions posed. Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the bottom of this agenda.

An open forum was held, where members were given an opportunity to address the board.

C. REVIEW / APPROVE MEETING MINUTES

1. **December 16, 2024, Board Meeting Minutes**
   On a motion made by Celia Barry, and seconded by Carlos Sanchez, it was proposed that the minutes of the December 16, 2024, Board Meeting be approved as presented. No objections, motion carried.

D. MANAGEMENT / FACILITIES UPDATE- Nicholas & Scott

1. **Annual Unit Maintenance -** After having reduced staff due to illness and vacations/holidays, the facilities/maintenance staff are back in full force and preparing to complete these winterization/annual maintenance tasks within the next few weeks.

2. **CPO Certification** - Scott is in the process of completing his CPO certification class and should have it completed by the end of January. Due to the snow cycles and staff illness, management requested Prestige Pool Spa Services to continue through January.

   On a motion made by Celia Barry, and seconded by Larry Nowels, it was proposed to approve the extension of the contract with Prestige Pool Spa Services through the month of January. No objections, motion carried.

3. **Snow Removal Update** - Snow Removal is up to date and things are looking good throughout the community right now.

4. **Additional Management Updates**
   Over the holiday period, the office received a few calls regarding timing of snow removal and trash/dumpster pickups. These problems were resolved and otherwise, things went smoothly. Controlled pile burning has resumed again this week.

   Management has been working to clean up hiring processes and other employment paperwork to ensure legal compliance. They are also working to confirm proper workers comp procedures if an employee gets injured on the job. HR issues have been a focus/priority for Alpenhof recently.

E. FINANCIAL REVIEW

1. **Review / Accept current un-audited Financial Reports as of November 30, 2024**
   The signed engagement letter for 2023-2024 review has been sent to McClintock. George reported on the current un-audited financial reports. Items of review included:
   - Equipment repairs are $1200 over budget for the period, but still well under the annual budget.
   - CA Fair Plan sent an additional bill for $7000, which was within the expected increase.
   - Unused legal fees have been returned re: former manager settlement; the settlement amount was recorded to an account where it was not budgeted, so the amount will be off for the year.
   - $775 allocated for security (opening/closing an unmanned lodge) is not currently being spent.
   - Fall Maintenance has come in at $1000 under budget so far, but there is more to be done.

   On a motion made by George Shaw and seconded by Celia Barry, it was proposed to accept the current un-audited financial reports as presented. No objections, motion carried.

2. **Review Reserve Fund Investments**
   George will review whether employee wages for balcony repairs are coming from reserves or operating.

F. OLD BUSINESS

1. **Corporate Transparency Act – Don**
   Don suggested that all board members sign up for the email list that provides updates regarding HOA management. There is no action necessary on this item at this time.

2. **Review of Insurance Town Hall – George**
   Based on the two town hall meetings and several individual discussions, George has prepared a voter information packet and ballot on the matter of property insurance. The proposed ballot would ask the members to rank their choices for insurance. These documents are before the board for review, and if approved, will be sent to the membership for a vote. These documents would need to be mailed out during the week of January 13 in order to provide membership with sufficient time to respond prior to the current policy's expiration (March 31).

   There was discussion regarding document content and proposed revisions. Additionally, it was recommended that another forum/town hall session be held after the distribution to the membership.

It was clarified that the proposed vote would:

- Ask members to choose their insurance option
- Be considered a financial election (requires a secret ballot)
- Require return of 50% +1 ballots to be considered a valid election
- Result in a mid-year budgetary change/increase
- Result in an increase in dues (not a special assessment)

On a motion made by George Shaw and seconded by Celia Barry, it was proposed to send the matter to a membership vote, with the voter information packet and ballot finalized with discussed changes. No objections, motion carried.
George will finalize the documents and provide them to management, who will distribute to membership.

3. **Employee Manual Update - George**
George reported that he has been working with board member, Lindsey, who is an employment attorney, on the review of the proposed employee manual. More revision and clean-up is still required.

G. NEW BUSINESS

1. **Review / Approve New Hire Packet**
Before the board is a new hire packet presented by management. The goal is to be compliant with state and federal laws when hiring any new employees.

On a motion made by Celia Barry and seconded by George Shaw, it was proposed to approve the New Hire Packet as presented. No objections, motion carried.

2. **Review / Approve Renewal or Termination of Pavilion Lease**
The current lease for the pavilion is scheduled to expire on April 1. Currently, rent is $2950 per month, and utilities are $450 ($3400 total paid per month). Actual utilities costs have been around $775 per month. Don Adams noted that Agan's research has reported that the pavilion is still zoned as commercial. There was discussion regarding possible changes in terms, should the lease be renewed.

After discussion, it was proposed to offer the current tenants the option to renew the lease, with the following changes/terms:

- Increase monthly rent by $50 per month (Total rent = $3000 per month)
- Transfer the utilities to the responsibility of the tenants (except garbage)

Don Adams would be delegated to negotiate terms with the current tenants.

On a motion made by Celia Barry and seconded by George Shaw, it was proposed to offer renewal of the Pavilion Lease to the current tenants with the terms as listed above. No objections, motion carried.

3. **Discuss Homeowner Inquiry to Purchase Adjacent Common Area Shed**
Don reported that this matter has come up several times recently. Don previously responded to the realtor that a homeowner vote would be required to approve the sale of any common area. It is before the board today to determine if there is any interest in sending this to a homeowner vote. Facilities &

Maintenance staff currently use this shed for storage and it would be inconvenient if they did not have it. After brief discussion, it was agreed that the board is not interested in selling this common area property, and will respond to the homeowner accordingly.

H. COMMITTEES

1. **Strategic Planning – Agan Update – Don**
   Pavilion appears to be registered as Type II Commercial zoning. A formal request of records has been submitted on this matter. Some title reports have been obtained to help develop base maps, and Agan is working on an estimate to obtain the remainder of the title reports. An initial site visit has been completed re: BMPs with the civil engineer. An on-site meeting with TRPA has been requested to help develop the approach.

I. FUTURE MEETING DATES

1. Thursday, February 13, 2025, @ 4pm - Monthly Meeting

J. RECESS TO CLOSED SESSION

K. ADJOURNMENT

The meeting was adjourned at 6:10pm.

Disclaimer: The meeting minutes, including confidential minutes or any other attached addendums, are the responsibility of the Condominium or Homeowners' Association, and it is the Board's responsibility to ensure the minutes are correct and complete prior to approving. The meeting minutes are a summary of the meeting discussion only.

Larry Nowels
Larry Nowels (Feb 15, 2025 16:15 EST)

Feb 15, 2025

Secretary or Director | Date